

<b>Policy # 3.03</b>	<b>Refer to Policy #</b>
<b>Green Certificate Transfer Policy</b> Occasionally circumstances will dictate that a Trainee must transfer schools while enrolled in the Green Certificate Program. The transfer will not affect their eligibility to continue in, or complete, the Program.	<b>5.02</b>
	<b>Approved</b>
	January 2018
	<b>Review Date</b>
	January 2020

**The following policy applies to students registered after September 1, 2017:**

- The Regional Coordinator should be informed in writing (via email), of the Trainee transfer as soon as possible if the Trainee is to have credits granted by the new school.

**The following only applies to students registered before September 1, 2017:**

- While the transfer of funds between schools and school divisions is **not** the responsibility of the Green Certificate Program it is our recommendation that:
  - Transfer prior to any testing can withdraw and reregister in their new school (the Trainee’s fees have been received but the Trainee transfers before participating in any Green Certificate testing activities). The school withdrawn from may be eligible for a refund:
  - Transfer after testing (the trainee’s fees have been received but the trainee transfers after participating in at least one test):
    - It is easiest if the school where the Trainee is initially registered remain their registered school for the Green Certificate Program. The school will claim the associated CEU’s.
    - If the first school/ school division is unwilling to retain the Trainee as a student, a request for refund should be made according to the refund policy (#5.02). The Trainee will have to complete a new Registration Form and the new school / school division.
- The Regional Coordinator should be informed in writing (via email), of the Trainee transfer as soon as possible if the Trainee is to have credits granted by the new school.